



REQUEST FOR PUBLIC RECORDS

Name of Requestor: _____

Address: _____ City & State _____ Zip Code _____

Phone Number: _____ FAX Number: _____

Please list the records requested. Please be specific, using as many details as possible, i.e. dates, names, addresses, etc., so the City can clearly identify which records are being requested.

(If more space is needed, please attach additional pages.)

I understand that Washington State law limits certain uses, including but not limited to RCW 42.17.130, prohibiting using lists of persons to promote election of persons or for promotion or opposition of ballot measures and RCW 42.56.070, prohibiting using lists of individuals for commercial purposes.

I hereby declare under penalty of perjury, under the laws of the State of Washington, that the requested records shall not be used in violation of State law.

Signature of Requestor: _____

Dated: _____ at (location): _____

City and State

Please return form to City Clerk, 25 W Main Street, Auburn, WA, 98001-4998 or FAX to (253) 804-3116

For Internal Office Use Only

ALL REQUESTS FOR PUBLIC RECORDS MUST BE RECEIVED IN THE OFFICE OF THE CITY CLERK. PLEASE FOLLOW THE BELOW STEPS 1-5 IN THE SAME ORDER. Because of the critical 5-day response requirement, review - process **WITHOUT DELAY**.

1. Date received by City Clerk: _____ By: _____

2. Route to: _____ Department Director Date: _____
Department review of Request for Public Records: _____ Approved _____ Denied (in whole or in part, please list reasons below)
Comments from Department supplying information: _____

Responsible staff must advise the City Clerk **immediately** of known existence of requested records and of potential exemptions.

_____ Date

_____ Department Director's Signature

3. City Clerk review of Request for Public Records:
Comments: _____

_____ Date

_____ City Clerk's Signature

4. City Attorney review of Request for Public Records:
Comments: _____

_____ Date

_____ City Attorney's Signature

5. File Request for Public Records Form and response to request with City Clerk:
Date Filed by City Clerk: _____ cc: City Attorney

Revised 12/06

RECORDS REQUEST PROCESS: Requests for public records shall be directed to the City Clerk. Upon receipt of an oral request to inspect or copy a public record, the City Clerk or appropriate staff shall provide access to the requested records unless the City Clerk or City Attorney determines that the records requested are or may be exempt from disclosure, in whole or in part, in which case the City Clerk shall require that the requestor complete a written request for public records on the City of Auburn form. Upon receipt of a completed written request for records form, the City Clerk, in consultation with the City Attorney, shall evaluate and determine whether the requested records are exempt by law from inspection or copying, in whole or in part. Within five (5) business days of the receipt by the City Clerk of the written request for records form, the City Clerk or the City Attorney shall (1) provide the records; or (2) acknowledge that the City has received the request and provide a reasonable estimate of the time the City will require to respond to the request; or (3) deny the public record request. **Copying costs:** 15 cents per page or as otherwise provided by the City's fee schedule.

Records Exempt from public inspection and copying include, but are not limited to, the following:

1. Personal information in files maintained for employees, appointees, or elected officials, to the extent that disclosure would violate their right to privacy, as defined in RCW 42.56.050.
2. Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would be prohibited to such persons by RCW 82.32.330 or violate the taxpayer's right to privacy, as defined in RCW 42.56.050, or result in unfair competitive disadvantage to the taxpayer.
3. Specific intelligence information and specific investigative records compiled by investigative, law enforcement, and penology agencies, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy as defined in RCW 42.56.050.
4. Information revealing the identity of persons who are witnesses to or victims of crime or who file complaints with investigative, law enforcement, or penology agencies, other than the public disclosure commission, if disclosure would endanger any person's life, physical safety, or property; provided that if at the time a complaint is filed the complainant, victim or witness indicates a desire for disclosure or nondisclosure, such desire shall govern.
5. Test questions, scoring keys, and other examination data used to administer a license, employment, or academic examination.
6. Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency including the City, relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired or the property to which the sale appraisal relates is sold, but in no event shall disclosure be denied for more than three years after the appraisal.
7. Valuable formulae, designs, drawings, and research data obtained by the City within five years of the request for disclosure when disclosure would produce private gain and public loss.
8. Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the City in connection with any City action.
9. Records which are relevant to a controversy to which the City is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.
10. Records, maps, or other information identifying the location of archaeological sites in order to avoid the looting or depredation of such sites.
11. Financial and commercial information and records supplied by businesses during applications for loans or program services provided by Chapters 43.160, 43.163, 43.168, and 43.330 RCW.
12. All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.
13. The residential addresses and residential telephone numbers contained in the personnel records, employment or volunteer rosters, or mailing lists of employees or volunteers.
14. The residential addresses and residential telephone numbers of the customers of a City utility contained in the records or lists held by the City utility of which they are customers.
15. Client records maintained by the City under any domestic violence program as defined in RCW 70.123.020 or rape crisis center as defined in RCW 70.125.030.
16. Information that identifies a person who, while a City employee: (i) seeks advice, under an informal process established by the City, in order to ascertain his or her rights in connection with a possible unfair practice under chapter 49.60 RCW against the person; and (ii) requests his or her identifying information not be disclosed.
17. License applications under RCW 9.41.070.
18. Information revealing the identity of child victims of sexual assault who are under age eighteen. Identifying information means the child victim's name, address, location, photograph, and in cases in which the child victim is a relative or stepchild of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator.
19. A law enforcement authority may not request inspection or copying of records of any person, which belong to a City electrical utility, unless the authority provides the City electrical utility with a written statement in which authority states that it suspects that the particular person to whom the records pertain has committed a crime and the authority has a reasonable belief that the records could determine or help determine whether the suspicion might be true.
20. Veteran discharge records.
21. Records to prevent and respond to terrorist act, and records for vulnerable infrastructure and security of computer and telecommunications networks.
22. Any other record that is exempt from disclosure under any state law.

RETURN REQUEST FORM TO:

Auburn City Clerk
25 West Main Street
Auburn, WA 98001-4998
FAX: (253) 804-3116